



HOIKE LONO

(communicate)

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"Neighborhoods and neighborhood boards to increase and assure effective citizen participation in the decisions of government..."



To Be Effective, Productive, and Professional

In line with the Board's mission of "increasing effective citizen participation" the key word to focus on this month is "EFFECTIVE". This should include allowing all persons who come before the board the right to speak in an atmosphere that is both productive and professional.

It has been reported that at some neighborhood board meetings Chairs and board members do little to maintain order and decorum.* In some instances derogatory and abusive language have been used by board members as well as people in the audience. Any person coming before the board, be it an elected official, government representative, presenter, or resident, should be considered a guest of the board and treated as such. Opinions can be stated and opposing views argued in a manner that is respectful and civil to all involved.

It is the responsibility of the Chair as well as the rest of the Board Members to maintain and foster order and civility at all board and committee meetings. Before handling business, lay the ground rules, time limits, and expectations up front. Be consistent in following those guidelines. A Board cannot effectively handle business if an air of hostility exists. Chairs should seek the help of the board, and Members should feel free to speak up, if order needs to be maintained. This will allow the board to hear more residents, handle more business, and be more productive with their valuable time.

Also, representatives of the Honolulu Police and Fire departments are available at your board meetings to answer questions and provide reports, including monthly statistics. They are at your meetings while on duty so as a courtesy please allow them time to speak in the early part of your meeting.

If your board meetings are seen as an efficient vehicle in accomplishing tasks, meeting community goals, and addressing community concerns, then you are well on your way to focusing on the next step: INCREASING effective citizen participation.

**Chapter 4 of the Revised Neighborhood Plan, Rule No. 9, Order and Decorum, Section 4-9.2 provides: When a board member or person properly before the board wishes to speak, the member or person shall address the chairperson, be recognized before proceeding, and shall confine remarks to the question under discussion, avoiding personalities and abusive language.*

NCO Staff Update



The Neighborhood Commission Office bids a fond aloha to Carl Silva, Senior Clerk. Carl skillfully managed many tasks to make sure the office and boards ran smoothly. Best wishes to Carl as he joins the staff at the Department of Facilities Management in Kapolei Hale.

Workshop

(Budget and Capital Improvement Project)

Approximately 70 neighborhood board members and candidates attended a workshop on the City's Budget and Capital Improvement Projects on Monday, March 24, 2003, at Neal Blaisdell Center. Speakers included Ivan Lui Kwan, Director, Department of Budget and Fiscal Services, Tim Steinberger, Director, Department of Design and Construction and Ben Lee, City Managing Director. Some of the issues discussed included Department and Agency Budget, Projects Coordinated by the Department of Design and Construction, Principles Governing Capital and Operating Budgets, Fiscal Sustainability Plan, Budgeted Real Property Tax Revenues and Sewer Fund.

Handouts are available at the Neighborhood Commission office or call your neighborhood assistant.



Board Meeting Time Schedule

Business of some Neighborhood Board meetings has resulted in meetings running late into the evening. Neighborhood Board business often cannot be held to a strict timetable, however, your neighborhood assistant is bound by union rules to be present at your meetings only until 10:00 p.m. They have the discretion to voluntarily staying later, but are not required to do so.

If your meetings run after 10:00 p.m. your board's secretary, as part of the duties listed in the Neighborhood Plan, is responsible for taking the minutes for the remainder of the meeting. Your board secretary also has the same responsibility for taking minutes of special meetings.

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Aloha and Mahalo

*Neighborhood Board
members Near End Of Term*

May 2003 marks the end of the current two year term for members of Oahu's Neighborhood Boards. We would like to thank all board members for participating in and supporting Oahu's Neighborhood Board system.

Community participation is the key to the success of this grass roots program. The energy, effort and time volunteered by neighborhood board members are very much appreciated. The Neighborhood Commission looks forward to your continued support, whether as a board member or involved resident.

Neighborhood Board Installation Ceremony

Saturday, May 17, 2003 has been selected as the Installation Ceremony date for the newly elected Neighborhood Board members. The ceremony will be held in the courtyard of Honolulu Hale. The traditional program will include congratulatory messages by Mayor Harris and City Council Chair Gary Okino and a presentation of certificates of election by Commission Chair Karen Iwamoto. Further information will be mailed to board members.